

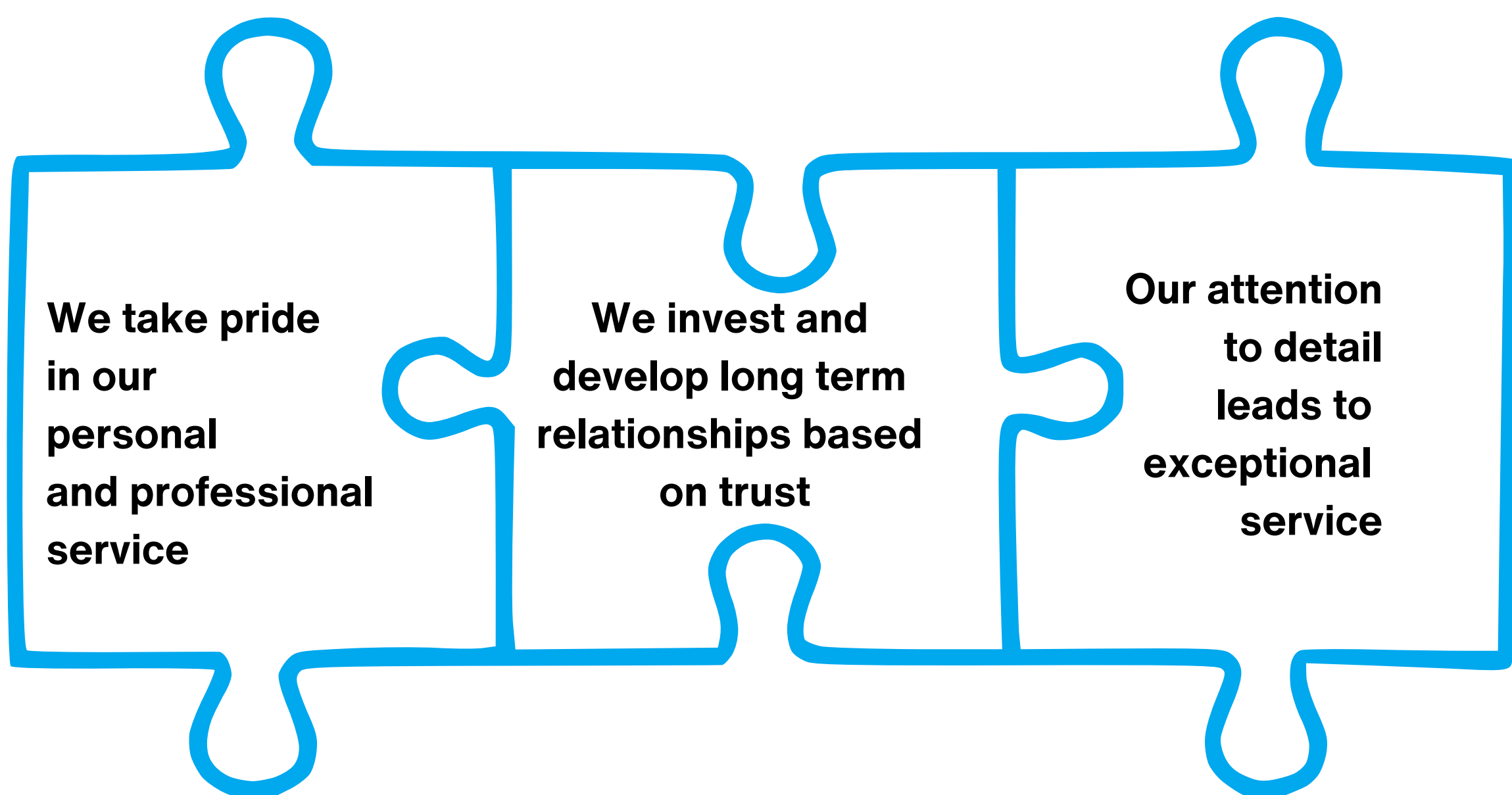
## JIGSAW CONFERENCES LIMITED SUSTAINABILITY STRATEGY 2024

Jigsaw Conferences Ltd (“Jigsaw”) - International Venues is one of the world’s leading venue-finding agencies for finding venues in UK, Europe or Worldwide. Jigsaw is also a leader in the field of Emergency and Temporary Accommodation, holding numerous contracts with Local Authorities and Housing Associations

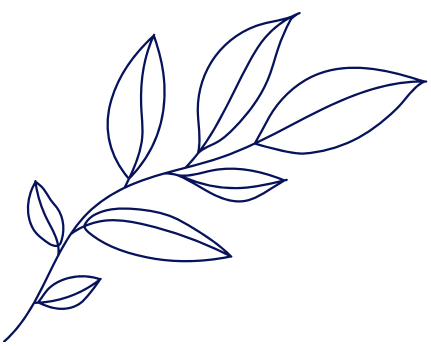
Since 2003, we've been perfecting what we do best: delivering exceptional service in every interaction. Whether you're seeking support for hotels, venues, or events we provide a personal, professional, and approachable service—all completely free of charge.

As a proven leader in the meetings and events industry, we remove the hassle for our clients, enabling them to focus on their core business while we handle the rest. From organising inspirational events and seamless meetings to managing accommodation decants, we’ve got it covered.

At Jigsaw, we’re proud to uphold these guiding principles:



These principles are enshrined in the corporate philosophy and as such also drive our sustainability strategy.



### Introduction to Our Sustainability Strategy

Despite being a fully remote working organisation, Jigsaw recognises its responsibilities to its’ stakeholders and to the environment.

At Jigsaw, we are committed to driving meaningful progress across key areas of sustainability to create a positive impact for our stakeholders and the planet. Our strategy focuses on addressing **climate change** through ambitious actions to reduce emissions and support resilience, while fostering a **nature-positive future** by highlighting our duty to protecting and restoring ecosystems.

We champion **resource efficiency** to minimise waste and optimise the use of materials, ensuring a sustainable approach to growth. Upholding **supply chain integrity** is fundamental to our commitment to ethical and responsible business practices.

Beyond our operations, we prioritise **community engagement**, partnering with local stakeholders to enhance well-being and opportunity. Finally, we embrace **diversity, equity, and inclusion** within our workforce, recognising that diverse perspectives are essential to innovation and sustainable success.

Together, these themes guide our efforts to build a thriving, equitable, and sustainable future.



## Our 6 themes of sustainability at Jigsaw Conferences

### THEME 1 CLIMATE CHANGE

**Our commitment**

**To achieve net zero by 2050**

**Our Targets**

**25% reduction in emissions relating to scope 3 by 2030**

**Encourage environmental behaviour by staff through advisory suggestions**

### THEME 2 NATURE POSITIVE ENVIRONMENT

**Our commitment**

**Encourage a Nature Positive Environment**

**Our Targets**

**No negative impact on nature as a consequence of our projects**

**Encourage positive behaviour of our staff toward the environment**

### THEME 3 RESOURCE EFFICIENCY

**Our commitment**

**Minimise waste and water use**

**Our Targets**

**Continue with our zero to landfill policy**

**Improve the water efficiency of our staff**

### THEME 4 SUPPLY CHAIN INTEGRITY

**Our commitment**

**Empower sustainable suppliers and champion ethical practices**

**Our Targets**

**25% reduction in emissions relating to purchased goods and services by 2030**

**Maintaining a robust ethical supplier policy**

### THEME 5 COMMUNITY ENGAGEMENT

**Our commitment**

**Empower sustainable suppliers and champion ethical practices**

**Our Targets**

**Continue to support employee's community engagement**

**Corporately, we support & encourage our supply chain & our clients community projects**

### THEME 6 D,E & I

**Our commitment**

**Continue to support employee's community engagement**

**Our Targets**

**Corporately, we support & encourage our supply chain & our clients community projects**

In the following sections we explore each of our themes individually and in more detail highlighting the work done and our objectives for the future.

## Theme 1 Climate Change

### Our commitment

To achieve net zero by 2050

### Our Targets

25% reduction in emissions relating to scope 3 by 2030

Encourage environmental behaviour by staff through advisory suggestions

At Jigsaw, sustainability is at the heart of everything we do. As a business with no direct (Scope 1) or energy-related indirect (Scope 2) greenhouse gas emissions, we are uniquely positioned to focus our efforts on reducing our Scope 3 emissions, supporting a sustainable supply chain, and driving positive environmental and social impact through our operations and partnerships. Our commitment extends beyond compliance to fostering innovation, transparency, and collaboration, ensuring we contribute meaningfully to global climate goals while creating long-term value for our stakeholders.

In 2024, we measured our carbon footprint for the first time. This was done in accordance with the Green House Gas Protocol.

Our carbon footprint is shown in the table below:-

2024 Carbon Footprint Scope & Category	Notes	Tonnes (CO2e)
Scope 1	1	0
Scope 2	1	0
Scope 3 Category 1 Purchased Goods & Services	2	13.41
Scope 3 Category 6 Business Travel	3	14.45
Scope 3 Employee Commuting (Work from Home Calculation)	4	7.88
<b>TOTAL Emissions</b>		<b>35.74</b>

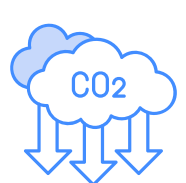
### Notes

1 Jigsaw have no premises, and all work is carried out remotely

2 The emissions are based upon a spend calculation using emissions factors supplied by DEFRA.

3 The majority of these emissions result from mileage claims and train fares. Calculations for these have been carried out using activity data and DEFRA emissions factors.

4 The working from home calculation has been based upon the EcoAct methodology multiplied by DEFRA emissions factors.



## Carbon Reduction Strategy

Our carbon reduction strategy is based upon the setting and achieving targets outlined below.

The reduction strategy will be achieved through a combination of adoption of measures outlined in our environment policy (see LINK) and some of the measures listed below.

With the introduction of electric vehicles for financial year end 2025, we anticipate a significant reduction in emissions for business travel.

Greater detail from future staff surveys should allow greater precision of emission calculations. With greater detail there will be greater ability to control these emissions.

As part of our environment policy, we have included advice to employees for working from home to further reduce energy costs and emissions.

### Near Term Target

Following on from the 2024 Carbon Footprint baseline calculation we have used the target setting tool produced by Science Based Targets and have set a near term target of reducing our emissions by 25% (using the Well Below 2 Degrees target methodology) to a level of 26.8 tonnes.

### Net Zero Target

In addition to the near-term target, Jigsaw has a commitment to achieve net zero by 2050.

## Theme 2 Nature Positive World

**Our commitment**

**Encourage a Nature Positive Environment**

**Our Targets**

**No negative impact on nature as a consequence of our projects**

**Encourage positive behaviour of our staff toward the environment**

Through reducing the harm we inflict upon the natural environment, we are creating the healthy ecosystems that are essential to the future prosperity of communities and economies across the UK. These environments are vital to stabilising climates by providing natural solutions to capture and store carbon emissions.

Through the nature of our work, we have minimal direct interaction with the natural world. BUT in accordance with our commitment to focus on small details this does not alleviate our responsibility with respect to biodiversity.

We recognise that the UN Sustainable Development Goals 14 Life Below Water and 15 Life on Land. As a consequence, we have adopted aspects of the IEMA Biodiversity Protection Hierarchy as outlined below.

### Biodiversity Protection Hierarchy

#### 1 Avoid

**Taking measures to avoid any negative impacts on biodiversity such as releasing pollutants that damage biodiversity.**

#### 2 Minimise

**Taking measures to reduce impacts on biodiversity.**

#### 3 Compensate

**Where we have damaged a local ecosystem we will look to create a new one.**

Given the relatively small size of Jigsaw we have reflected the above into our biodiversity action plan ( see LINK) this is accompanied by actions that employees can consider acting in their individual capacity as annex 1 to the policy.

## Theme 3 Resource Efficiency

**Our commitment**

**Minimise waste and water use**

**Our Targets**

**Continue with our zero to landfill policy**

**Improve the water efficiency of our staff**

Jigsaw views its role in conserving Earth's resources seriously.

From Jigsaw's perspective this covers the use of water and the generation of waste.

With no central locations Jigsaw has no central corporate footprint for water use. Therefore, it has an indirect water footprint being the water use generated by its staff and suppliers. Jigsaw takes its advisory role seriously and works with its staff to lower water usage where it can. Whilst Jigsaw cannot directly influence the water use by its staff it does provide guidance on how to reduce water consumption as can be seen by Annex 2 of its Environment policy.

With no office locations, Jigsaw does not generate any waste centrally and as such transfers no waste to landfill. As such Jigsaw is seeking to maintain its policy and target of Zero Waste to Landfill.

Waste generation in office environments, particularly paper and plastic, also contributes to the environmental impact. Despite the digital age, paper usage remains high in many offices. The average office worker uses 10,000 sheets of copy paper each year. Moreover, single-use plastics for food packaging and disposable utensils in office kitchens can further add to the waste problem. Recycling and waste reduction efforts can mitigate this, but the overall impact is still considerable.

Local councils can make it easier for domestic recycling and as such having home-based employees can in effect reduce amounts diverted to landfill nationally.

Despite not having any offices, Jigsaw is still striving to minimise waste at all levels of the company. Consequently, Jigsaw strives:

- **To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.**
- **To minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of company equipment, where it is cost effective to do so.**
- **To promote environmental awareness to increase and encourage waste minimisation, reuse and recycling.**
- **To provide appropriate training for staff, supply chain partners and clients on waste management issues.**
- **To discourage the printing of emails or other electronic data**
- **The provision of shredders to all staff working remotely to encourage paper recycling**
- **To reduce the storage of electronic data by avoiding the duplication of large data attachments**
- **To promote industry waste management best practice.**

#### Theme 4 Supply Chain Integrity

**Our commitment**

**Empower sustainable suppliers and champion ethical practices**

**Our Targets**

**25% reduction in emissions relating to purchased goods and services by 2030**

**Maintaining a robust ethical supplier policy**

The role of our supply chain in our activities is critical.

As part of our commitment to empower sustainable suppliers and champion ethical practices, we are ensuring the way we buy is inclusive and we are forming collaborative relationships based upon trust to reduce our carbon emissions, responsibly source services and protect human rights.

**Our supply chain accounts for 37.5% of our carbon emissions and thus we are partnering with them to reduce our emissions.**

As we do not directly control these emissions, this area is our biggest challenge and that is why we have set an ambitious, but realistic target of reducing these emissions by 25% by 2030. To meet this target, we are focussing our efforts on select key groups



**Our procurement teams, who select our supply chain partners, will enhance their sustainability knowledge through training that integrates carbon considerations into decision-making.**



**Our Supply Chain Partners – through a process of carbon education we will develop a better understanding of how we can effectively reduce emissions collectively.**

At Jigsaw, doing the right thing – operating responsibly, with integrity guiding our actions - is a critical element of how we do business. As part of this commitment, we are determined to fight against slavery and human trafficking. This includes making sure we have the systems and processes in place to ensure that all our dealings and relationships uphold the highest ethical standards.

While we believe the risk of modern slavery within our own operations is relatively low (due to the strength of these systems and processes and our clear line of sight to who we are directly employing) we acknowledge that the potential for incidences of modern slavery is higher within our supply chain – particularly our indirect supply chain.

We have a robust supply chain policy and supplier code of conduct to ensure that we safeguard human rights.

## Theme 5 Community Engagement

**Our commitment**

**Deliver long lasting social benefits for the communities we operate in**

**Our Targets**

**Continue to support employee's community engagement**

**Corporately, we support & encourage our supply chain & our clients community projects**








While supporting the United Nations' Sustainable Development Goals, we intend to create a better, fairer, and sustainable society, doing our bit to end poverty and economic inequalities.

The public service mentality instilled in our employees extends to their involvement directly in their local community's. Jigsaw supports these efforts by our employees.

As Adherents to the Public Services (Social Value) Act 2012, we ensure that finances allocated on the contract provide the most significant social, economic and environmental benefits for our local communities.

In alignment with our customer's vision and new social value approach, we ensure that key stakeholders have easy access to high-quality skill development and employment opportunities through our socioeconomic initiatives.

We pride ourselves on our stakeholder and community engagement because it:

-  **Improves stakeholder trust**
-  **Helps inform the design of effective programs, services, and opportunities**
-  **Helps prioritise investments by acting on what matters most to residents**
-  **Helps build relationships with both community leaders and stakeholders overall**
-  **Improves transparency**
-  **Incorporate best practices of equity and inclusion**
-  **Increases staff capacity for inclusion, equity, and engagement**



## Risk Management

To ensure the success and sustainability of our social value initiatives, we have established a risk management plan focused on identifying, assessing, and mitigating potential challenges.

### 1. Risk Identification

We will assess risks associated with:

- Resource Allocation: Potential shortfalls in budget, personnel, or suppliers
- Stakeholder Engagement: Issues in communication and collaboration.
- Compliance and Regulation: Changes in regulations affecting our initiatives.
- Operational Issues: Disruptions or logistical challenges.
- Community Needs: Misalignment with evolving community needs.
- Risk Assessment

Each risk will be evaluated based on its likelihood and impact using a risk matrix to prioritize and strategize responses.

### 2. Risk Mitigation

For high-priority risks, we will implement strategies such as:

- Resource Planning: Ensuring adequate resource allocation.
- Stakeholder Engagement: Maintaining regular communication and feedback channels.
- Compliance Monitoring: Staying updated on regulatory changes.
- Operational Contingency Planning: Preparing for potential disruptions.
- Needs Assessment: Regularly adjusting to community needs.
- Risk Monitoring and Review

We will monitor risks throughout the contract and review our strategies regularly through:

- Ongoing Risk Assessment: Updating risk evaluations as needed.
- Performance Reviews: Identifying and addressing emerging issues.
- Feedback Mechanisms: Collecting and responding to feedback from stakeholders.

These practices will help ensure our initiatives remain effective, adaptable, and aligned with our goals, addressing challenges as they arise.

This strategy ensures our social value initiatives deliver lasting and expanding benefits.

## Theme 5 Community Engagement

**Our commitment**

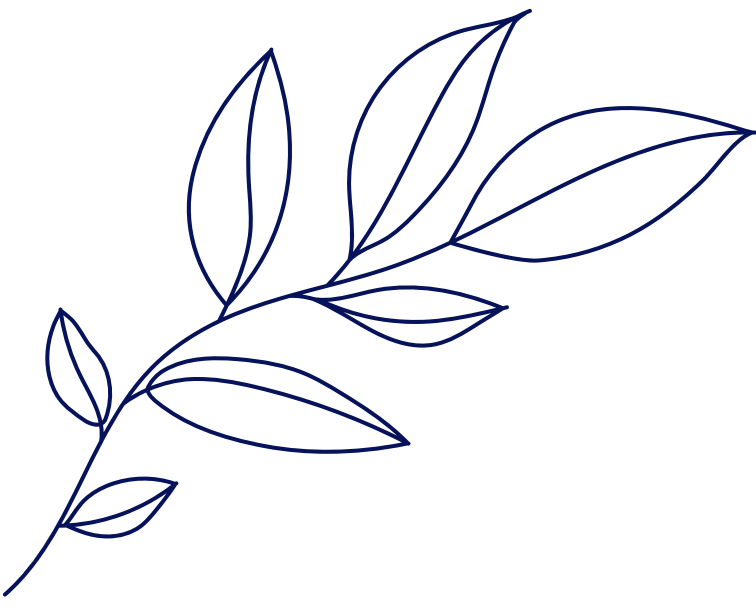
**Create a diverse and inclusive organisation**

**Our Targets**

**To continue to recognise that every employee's opinion matter**

Our employees' skills and capabilities are what sets us apart from the competition. By creating an organisation and culture that is diverse, equitable and inclusive, we aim to be the employer of choice for high quality, talented people and harness their creativity and innovation to make us a better business. Understanding that we operate in an increasingly dynamic and fast-paced environment and that businesses and individuals need to do the right thing, we hold high standards for the conduct and behaviour of our people to ensure everyone feels safe, comfortable and able to reach their full potential. In conjunction with these high standards expected of our people, we do seek to recognise that every employee's opinion matters.

**International Venues**  
**Jigsaw® Conferences**



**In everything we do, Jigsaw Conferences Ltd remains dedicated to delivering excellence while making a positive impact on people and the planet. By embedding sustainability into our core values, we ensure that our work not only meets the highest standards for our clients but also contributes to a more resilient and equitable future. Together, we can achieve exceptional results while supporting a healthier planet and stronger communities.**